



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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July 19, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

18 July 19, 2016

LORI GLASGOW
EXECUTIVE OFFICER

COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding four (4) new unclassified classifications, by changing the salary for two (2) non-represented classifications, by deleting two (2) non-represented classifications, by changing the title of two (2) classifications, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add two (2) new unclassified classifications in the Board of Supervisors and two (2) new unclassified classifications in the Chief Executive Office (CEO); to change the salary for one (1) unclassified classification and one (1) non-represented classification in the Board of Supervisors; to delete two (2) non-represented classifications; to change the title of one (1) classification in the Board of Supervisors and one (1) classification in the Department of Public Works; and to reclassify 23 positions to implement results of classification studies in the departments of Beaches and Harbors, Child Support Services, Children and Family Services, County Counsel, Health Services, Parks and Recreation, and Public Health.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic

basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

New Unclassified Classifications

We are recommending the addition of two (2) new unclassified classifications in the Executive Office, Board of Supervisors, and two (2) new unclassified classifications in the Chief Executive Office for establishment in the County Classification Plan (Attachment A).

Executive Office, Board of Supervisors (BOS)

The Assistant Executive Director, Office of Child Protection (UC) #9115 will be assigned to the Executive Office of the Board of Supervisors and is responsible for managing, directing and implementing a comprehensive program of child safety related services and programs. This position will report directly to the Executive Director, Office of Child Protection (UC).

On January 12, 2016, the Board of Supervisors approved a motion to create a Civilian Oversight Commission to act as an advisory review board over the Sheriff's Department. The Board also formed a Working Group to develop recommendations regarding the mission, authority and staffing of the Commission. Based on their findings, the Executive Director, Civilian Oversight Commission (UC) #1064 will be assigned to the Executive Office, Board of Supervisors and provide leadership, administration and technical support to the Commission, including directing, planning and coordinating all Commission directives, programs and projects.

Chief Executive Office

The Chief Sustainability Officer (UC) #0859 will serve as the County's point of contact for sustainability efforts throughout the County. It will be responsible for implementing Board approved sustainability measures and will coordinate efforts of County departments and the Sustainability Council.

On July 7, 2015, the Board of Supervisors adopted recommendations to amend the County Governance structure, which included reorganization to the Chief Executive Office's management structure to increase flexibility and the capacity to focus resources on accomplishing Board priorities. Resultant of the reorganization, the Senior Manager, Chief Executive Office (UC) #0847, is a re-designation of one existing Senior Manager, Chief Executive Office (#0846). This one position will report to the Chief Executive Officer/Chief Operating Officer and will be responsible for directing the

Countywide Communications Branch.

Salary Changes

We are recommending salary changes for two (2) non-represented classifications in the Executive Office, Board of Supervisors.

Based on a recent review of the Chief Deputy Executive Officer, BOS (UC) #1111 position, we confirmed that over the past several years the scope of responsibility for this position has significantly increased to include responsibility for the oversight and operational management of the Office of Child Protection, the Civilian Oversight Commission, the Graphics and Photography unit and the Quality and Productivity unit. In addition, the position is responsible for advising the Executive Officer, BOS on the implementation of new board initiatives and directives and the establishment of new departmental policies and procedures. To recognize the increased duties and responsibilities assigned to this position, it is recommended that the MAPP Tier I salary range designation for Chief Deputy Executive Officer, BOS (UC) is increased from salary range R16 to salary range R17.

Based on a review of the salary for Project Director, Board of Supervisors (#1110), it was determined that the duties and responsibilities of the position are more consistent with those classifications that perform specialized, high-level analyst functions assigned to the County's General Step Pay Plan. As such, it is recommended that the Project Director, Board of Supervisors classification is removed from the County's Management Appraisal and Performance Pay Plan (S12) and placed in the County's General Step Pay Plan (Salary Schedule 110G).

Deleted Classifications

Consistent with the County's strategy to reduce the number of obsolete classifications, we are recommending the deletion of two (2) vacant, non-represented classifications (Attachment A). Also, three (3) vacant represented classifications have been approved for deletion by the Employee Relations Commission (ERCOM) to reduce the number of obsolete classes. The affected departments have consented to these class deletions.

Title Changes

The Executive Office, Board of Supervisors requests changing the title for the Chief, Auxiliary Services, Board of Supervisors #1115 classification to better reflect the duties and functions of this class (Attachment A). More specifically, the department no longer has an Auxiliary Services Division, which is part of the former title.

We are recommending a title change for the Construction Inspector Aid #4194 classification that was adopted by your Board on May 31, 2016 to correct the spelling from Aid to Aide.

Reclassifications

There are 23 positions in seven (7) departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from these actions is estimated to total \$210,441 (all funds). Net County cost estimated to be \$41,828. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

The Honorable Board of Supervisors

7/19/2016

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sachi A. Hamai". The signature is fluid and cursive, with a long horizontal stroke at the end.

SACHI A. HAMAI

Chief Executive Officer

SAH:SK:RM:SJM

AE:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Chief Information Office
Affected Departments

ATTACHMENT A

**UNCLASSIFIED CLASSIFICATIONS RECOMMENDED
FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level	
Savings/Megaflex	9115	Assistant Executive Director, Office of Child Protection (UC)	N23	R15
Savings/Megaflex	0859	Chief Sustainability Officer (UC)	N23	R17
Savings/Megaflex	1064	Executive Director, Civilian Oversight Commission (UC)	N23	R14
Savings/Megaflex	0847	Senior Manager, Chief Executive Officer (UC)	N23	R17

**NON-REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR SALARY CHANGE**

Item No.	Current Title	Current Salary Schedule & Level		Recommended Salary Schedule & Level	
1111	Chief Deputy Executive Officer, Board of Supervisors (UC)	N23	R16	N23	R17
1110	Project Director, Board of Supervisors	N23	S12	NM	110G

ATTACHMENT A**NON-REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR DELETION**

Item No.	Title
4354	Head Toxicologist
1626	Supervising Program Analyst

**REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR DELETION**

Item No.	Title
5170	Graduate Nurse Anesthetist
5169	Nurse Anesthetist Trainee (1st Year)
5169	Nurse Anesthetist Trainee (2nd Year)

**CLASSIFICATIONS RECOMMENDED
FOR TITLE CHANGE**

Item No.	Current Title	Recommended Title
1115	Chief, Auxiliary Services, Board of Supervisors	Assistant Chief, Board of Supervisors
4194	Construction Inspector Aid	Construction Inspector Aide

ATTACHMENT B**BEACHES AND HARBORS**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Safety Officer Item No. 3036A 93G Represented	1	Safety Officer I Item No. 3037A NM 93J Non-Represented

The subject position reports to a Departmental Human Resources Manager I and is located in the Human Resources Section. The position is primarily responsible for independently developing and implementing the safety and accident prevention program, Risk Management Plan, and Illness and Injury Prevention Program for the department. Duties include developing and conducting safety training programs; performing ergonomic evaluations; conducting accident investigations, quarterly audits, and safety inspections at department facilities throughout Los Angeles County; and monitoring and tracking inspections for hazardous waste generators, underground storage tanks, and Environmental Protection Agency generators.

The magnitude of the department's safety program and the scope and complexity of responsibilities managed by this position are consistent with the class concept and allocation standards for Safety Officer I. Positions allocable to this class are responsible for independently developing and implementing the safety and accident prevention program for a department. Therefore, we recommend upward reclassification to Safety Officer I.

CHILD SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Principal Departmental Personnel Assistant Item No. 1845A NM 89G Non-Represented	1	Management Analyst Item No. 1848A NM 89G Non-Represented

The subject position reports to an Administrative Services Manager I and is assigned to the Risk Management Section, Human Resources Division, where it serves as the department's return-to-work analyst and coordinator for the Family and Medical Leave Act, Workers' Compensation, and Americans with Disabilities Act programs.

The duties and responsibilities assigned to this position are consistent with the classification standards for the Management Analyst classification. By definition, the Management Analyst class performs a variety of analytical, technical, and/or confidential and sensitive assignments in core functional areas of human resources, contract development and administration, or health programs operations and administration. Therefore, we recommend lateral reclassification to Management Analyst.

CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Secretary III Item No. 2096A NMV 74L Represented	2	Senior Secretary III Item No. 2102A NM 83B Non-Represented
1	Senior Secretary II Item No. 2101A NM 81B Non-Represented		

The subject Secretary III and Senior Secretary II positions are assigned to the Public Affairs Section, Executive Office and the Contract Development/Fiscal Management Division, Contract Services Bureau, respectively, where they provide full-time secretarial support to their managers. The management positions are commensurate to division chief positions within the department, which receive Senior Secretary III-level support. Since secretarial allocations within the County are based primarily upon the level of the supervisor served as well as the department size, we are recommending upward reclassification of these positions to Senior Secretary III.

COUNTY COUNSEL

No of Pos.	Present Classification	No of Pos.	Classification Findings
4	Information Systems Analyst II Item No. 2591A NM 95E Represented	2	Information Technology Technical Support Analyst II Item No. 2546A NM 90J Represented
		2	Senior Information Technology Technical Support Analyst Item No. 2547A NM 94J Represented
1	Information Technology Specialist II Item No. 2570A NM 118B Non-Represented	1	Departmental Chief Information Officer I Item No. 2575A N23 S13 Non-Represented
1	Senior Clerk Item No. 1140A NMV 69H Represented	1	Senior Information Technology Aide Item No. 2585A NM 80J Represented

The six (6) subject positions noted above are being recommended for reclassification in conjunction with a review of the department's Information Technology Branch organizational structure. The scope of the Information Technology services provided by the subject positions is consistent with the class concepts and allocation standards for the recommended classes. Therefore, we recommend upward reclassification for the subject Senior Clerk position to Senior Information Technology Aide and downward reclassifications of the remaining subject positions listed in the table above.

HEALTH SERVICES – MANAGED CARE SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Patient Financial Services Worker Item No. 9193A NM 76B Represented	3	Assistant Staff Analyst, Health Services Item No. 4595A NM 95G Non-Represented

The subject positions report to a Senior Staff Analyst, Health and are assigned to the Eligibility and Enrollment Unit within My Health Los Angeles (MHLA) Program. They participate in the planning, evaluation, and implementation of eligibility and enrollment components of the MHLA Program by analyzing problems from Community Partner clinics and departmental staff, preparing recommendations on identified issues, participating in the development and implementation of policies and protocols, and assisting MHLA trainers with the development of targeted training content. The positions also serve as subject matter experts on eligibility and enrollment issues by guiding those taking applications through the enrollment process.

The duties and responsibilities meet the classification standards for Assistant Staff Analyst, Health Services, a class which assists in the research and analysis regarding the use and deployment of resources and the implementation and refinement of operations and programs within the Department of Health Services. Therefore, we recommend upward reclassifications of these positions to Assistant Staff Analyst, Health Services.

PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant III Item No. 0889A NM 89B Represented	1	Management Analyst Item No. 1848A NM 89G Non-Represented

The subject position reports to an Administrative Services Manager I and is assigned to the Return-to-Work and Performance Management Units. The position serves as the department's Americans with Disabilities Act (ADA) Coordinator and is responsible for performing Return-to-Work related duties.

The scope of the assigned responsibilities and duties meet the Management Analyst definition and allocation criteria. By definition, this class performs a variety of analytical, technical, and/or confidential and sensitive assignments in core functional areas of human resources, contract development and administration, or health programs operations and administration. Therefore, we recommend upward reclassification to Management Analyst.

PUBLIC HEALTH – CHILDREN'S MEDICAL SERVICES (CMS)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Analyst II Item No. 2591A NM 95E Represented	1	Application Developer II Item No. 2521A N2M 95F Represented

The subject position reports to an Information Technology Specialist I and is assigned to the Management Information Systems Section. The duties and responsibilities include writing, testing, and debugging new applications; utilizing customer relationship management software to support the business operations of applications; and developing various resources of the technical support of CMS information technology application-development and maintenance efforts.

The duties and responsibilities meet the allocation criteria for an Application Developer II, a journey-level class which independently codes, tests and debugs application programs to create new business applications and interfaces or maintains/modifies existing business applications according to program specifications. Therefore, we are recommending upward reclassification to Application Developer II.

PUBLIC HEALTH – DIVISION OF HIV AND STD PROGRAMS (DHSP)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Program Manager II Item No. 0978N NM 95D Non-Represented	1	Health Program Analyst II Item No. 4729N NM 98G Non-Represented

The subject position reports to a Senior Staff Analyst, Health and is located in the DHSP Specialized Services Section, where it is responsible for coordinating client eligibility and benefits support for persons with HIV as part of the Ryan White Program (RWP) and State DPH AIDS Drug Assistance Program. The primary duties include researching, planning, and making recommendations concerning the use and provision of RWP funds and program eligibility in line with applicable State, Federal and County criteria.

The duties and responsibilities are consistent with the classification standards for Health Program Analyst II, a class which is responsible for the solution of complex and difficult problems and the making of recommendations in areas of resources and personnel utilization, development, implementation and improvement of programs, and the refinement of practices and policies having a significant impact on the entire program. Therefore, we recommend upward reclassification to Health Program Analyst II.

PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS

No of Pos.	Present Classification	No of Pos.	Classification Findings
Operations Support Bureau			
1	Account Clerk II Item No. 0578A NMV 68H Represented	1	Senior Clerk Item No. 1140A NMV 69H Represented
DHSP Specialized Services Section			
1	Chief Research Analyst, Behavioral Sciences Item No. 8974N NM 97H Represented	1	Health Program Analyst II Item No. 4729N NM 98G Non-Represented
Operations Support Bureau			
1	Chief, Program Reimbursement, Health Services Item No. 4607A N23 S12 Non-Represented	2	Administrative Services Division Manager Item No. 1007A N23 S13 Non-Represented
1	Hospital Materials Manager Item No. 2404A NM 103G Non-Represented		
DHSP Office of Planning Section			
1	Project Director I Item No. 9122N NM 93D Non-Represented	1	Health Program Analyst I Item No. 4727N NM 94G Non-Represented
Communicable Disease Control and Prevention			
1	Supervising Typist-Clerk Item No. 2219A NMV 70G Represented	1	Senior Typist-Clerk Item No. 2216A NMV 70G Represented

PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS (Continued)

The subject Account Clerk II position is being recommended for reclassification in conjunction with a position transfer from the Financial Management Division to the Human Resources Division. The position functions as the mileage coordinator for the department and is responsible for reviewing and authenticating mileage-certification applications and renewals as well as paper-based mileage claims. The duties are more consistent with the allocation standards for Senior Clerk, a class which performs highly-specialized clerical duties requiring a highly-specialized knowledge of a particular function. Therefore, we recommend upward reclassification to Senior Clerk.

The subject Chief Research Analyst, Behavioral Sciences position reports to a Senior Staff Analyst, Health. Responsibilities include overseeing the planning, implementation, and development of the Sexually Transmitted Disease control plan as well as managing the grant-funded school-based sexual and reproductive health resource and linkage plan. The responsibilities are consistent with the classification standards for Health Program Analyst II, a class which is responsible for the solution of complex and difficult problems and the making of recommendations in areas of resources and personnel utilization, development, implementation and improvement of programs, and the refinement of practices and policies having a significant impact on the entire program. Therefore, we recommend upward reclassification to Health Program Analyst II.

The subject Chief, Program Reimbursement, Health Services and Hospital Materials Manager positions report to the Deputy Director for the Operations Support Bureau and are being recommended for reclassification in conjunction with a realignment effort. Both of the positions are responsible for managing the functions of their major sections within the Operations Support Bureau, respectively. Based on the level of accountability and supervisory responsibilities assigned, the Chief, Program Reimbursement, Health Services and Hospital Materials Manager positions meet the classification standards for Administrative Services Division Manager, a class which is responsible for managing, through subordinate managers, a division composed of multiple sections responsible for providing professional administrative services. Therefore, we recommend upward reclassification of these positions to the Administrative Services Division Manager.

The subject Project Director I position is assigned to the DHSP Office of Planning Section. The position is responsible for the oversight, coordination, and execution of specialized programs for STD testing-promotion and test-delivery among identified target populations. The duties and responsibilities meet the allocation criteria for Health Program Analyst I, a class which is responsible for performing assignments within the key functional areas of a public health program, such as program and policy development, planning, implementation, and evaluation. Therefore, we recommend upward reclassification to Health Program Analyst I.

PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS (Continued)

The subject Supervising Typist-Clerk position reports to an Administrative Assistant III and will be assigned to the Veterinary Public Health Rabies Control Program. This position does not have supervisory responsibilities and we are recommending a lateral reclassification to Senior Typist-Clerk, a class defined by performing skilled typing work and highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.

PUBLIC HEALTH – SUBSTANCE ABUSE PREVENTION AND CONTROL (SAPC)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Physician Specialist-Non Megaflex Item No. 5476N N43 D13 Represented	1	Senior Physician Item No. 5456N N42 E15 Non-Represented

The subject position reports to a Health Program Manager III and serves as the Medical Director for the SAPC Office of Medical Director and Science Officer (OMDSO). In this capacity, the position functions as the highest-level physician in SAPC and provides technical and administrative managerial oversight, through subordinate staff to the OMDSO, which is comprised of the Clinical Standards and Training; Research, Epidemiology & Evaluation; and Quality Improvement & Utilization Management Units. Duties include planning, implementing, and evaluating the work of staff; planning, preparing, and monitoring the OMDSO budget and participating in SAPC budget development; overseeing SAPC affiliation agreement with UCLA for System of Care Program evaluation and training services; and overseeing the development of policies and procedures for OMDSO programs.

These responsibilities are fully consistent with the Senior Physician classification standards in which the position has full technical and supervisory responsibility for a small program or a unit within a larger program, and has administrative responsibilities including budget preparation, control for the program or unit, and development and execution of policies for the particular unit or program. Therefore, we recommend upward reclassification to Senior Physician.